DOCUMENT RESUME

ED 073 759 JC 730 066

AUTHOR	Laufer, Joseph M.
TITLE	Job Descriptions for Directors of Student Activities at Selected Two Year Community Colleges, with Summary and Analysis.
INSTITUTION	National Council of State Directors of Community-Junior Colleges.
PUB DATE	Aug 72
NOTE	78p.
AVAILABLE FROM	Joseph M. Laufer, Assistant to Dean for Student Affairs, Burlington County College, Pemberton, N. J. 08068 ($2.00)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Administrator Guides; Administrator Qualifications; *Administrator Responsibility; Administrator Role; Community Colleges; Post Secondary Education; *Supervisory Activities; *Surveys

ABSTRACT

Job descriptions for directors of student activities at 32 two-year community colleges are presented. A summary and analysis are provided. The duties that stand out as most common to the position are: (1) supervision of the activities fund; (2) advising the student government; and (3) general responsibility for advising clubs and organizations. The categories used for classification purposes are supervisory, functional, advisory, educational and committee service. Although only one-third of the job descriptions list leadership training and general counseling as specific duties, it is known that these are among the expectations of both students and administrators. Ten recommendations for job descriptions for this position are made. Appendix I contains data from additional colleges, and Appendix II contains addresses for participating colleges. (KM)

ED 073759

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

THE TWO-YEAR COLLEGE ACTIVITIES DIRECTOR

by Joseph M. Laufer

FILMED FROM BEST AVAILABLE COPY

MODEL JOB DESCRIPIONS FROM SELECTED TWO-YEAR JUNIOR-COMMUNITY COLLEGES

A Research Project of
The Office of Student Affairs
Burlington County College
Pemberton, New Jersey
1972

JC 730 066

UNIVERSITY OF CALIF.
LOS ANGELES

APR 13 1973

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

ED 073759

JOB DESCRIPTIONS

FOR

DIRECTORS OF STUDENT ACTIVITIES

AT SELECTED TWO YEAR COMMUNITY COLLEGES

WITH SUMMARY AND ANALYSIS

by

JOSEPH M. LAUFER

ASSISTANT TO THE DEAN FOR STUDENT AFFAIRS

BURLINGTON COUNTY COLLEGE

PEMBERTON, N. J. 08068

THIS PAPER MAY NOT BE REPRINTED, IN WHOLE
OR IN PART, WITHOUT PERMISSION OF THE AUTHOR

AUGUST 1972

PERMISSION TO REPRODUCE THIS COPY RIGHTED MATERIAL HAS BEEN GRANTED BY

Joseph M. Laufer

TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE U.S. OFFICE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER.

© JOSEPH M. LAUFER 1972

JOB DESCRIPTIONS
TWO YEAR COMMUNITY COLLEGE
STUDENT ACTIVITIES DIRECTORS

INTRODUCTION 1

1. ARAPAHOE COMMUNITY COLLEGE, Colorado
   Director of Student Activities 2

2. ARIZONA WESTERN COLLEGE, Arizona
   Dean of Student Activities 4

3. ATLANTIC COMMUNITY COLLEGE, New Jersey
   Director of Student Activities 5

4. BUCKS COUNTY COMMUNITY COLLEGE, Pennsylvania
   Director of Student Activities 7

5. BURLINGTON COUNTY COLLEGE, New Jersey
   Assistant Dean for Student Affairs 8

6. COMMUNITY COLLEGE OF DENVER - RED ROCKS CAMPUS, Colorado
   Coordinator of Student Activities 11

7. ESSEX COMMUNITY COLLEGE, Maryland
   Director of College Community Center 12
   Coordinator of Activities 13

8. GREEN RIVER COMMUNITY COLLEGE, Washington
   Director of Student Programs 14

9. HARFORD COMMUNITY COLLEGE, Maryland
   Director of Student Activities 16

10. WILLIAM RAINEY HARPER COLLEGE, Illinois
    Director of Student Activities 18
    Student Activities Advisor 19

11. KENNESAW JUNIOR COLLEGE, Georgia
    Coordinator of Student Activities 20

12. F. H. LaGUARDIA COMMUNITY COLLEGE, New York
    Coordinator of Campus Activities 21

13. LEHIGH COUNTY COMMUNITY COLLEGE, Pennsylvania
    Director of Student Activities 22

14. LORAIN COUNTY COMMUNITY COLLEGE, Ohio
    Director of Student Activities 23

15. MONROE COMMUNITY COLLEGE, New York
    Assistant Director of Student Activities 24

16. MONTGOMERY COUNTY COMMUNITY COLLEGE, Pennsylvania
    Director of Student Activities 25
    Assistant Director of Student Activities 26

17. MT. HOOD COMMUNITY COLLEGE DISTRICT, Oregon
Associate Dean of Student Activities 27
Director of Student Center Activities 28
Supervisor of Student Clubs and Organizations 29
Activity Facilitator 30

18. COUNTY COLLEGE OF MORRIS, New Jersey
Director of Student Activities 31

19. NASSAU COMMUNITY COLLEGE, New York
Director of Student Activities 32

20. NORTH HENNEPIN STATE JUNIOR COLLEGE, Minnesota
Administrative Assistant to Dean of Students 33

21. OCEAN COUNTY COLLEGE, New Jersey
Director of Student Activities 35

22. PARKLAND COLLEGE, Illinois
Assistant Dean for Student Activities 37

23. PASSAIC COUNTY COMMUNITY COLLEGE, New Jersey
Director of Student Activities 39

24. SOMERSET COUNTY COLLEGE, New Jersey
Director of Student Activities 40

25. SUNY A & T COLLEGE AT ALFRED, New York
Coordinator of Campus Activities/Director of College Center . . 41
Associate Director of Campus Activities 44

26. SUNY A & T COLLEGE AT FARMINGDALE, New York
Director of College Union 47

27. STATEN ISLAND COMMUNITY COLLEGE, New York
Director of Student Activities 48

28. SUFFOLK COUNTY COMMUNITY COLLEGE, New York
Director of Student Activities 49

29. TARRANT COUNTY JUNIOR COLLEGE, Texas
Director of Student Activities 50
Coordinator of Student Organizations 51

30. TRITON COLLEGE, Illinois
Assistant Dean of Students 53

31. UNION COLLEGE, New Jersey
Director of Student Activities and Campus Center 54

32. WESLEY COLLEGE, Delaware
Director of Student Activities and the College Center 57

CHARTS 59

SUMMARY AND ANALYSIS 62

RECOMMENDATIONS 64

APPENDIX I

33. COLLEGE OF DUPAGE, Illinois
Director of Student Activities 66

34. MIDDLESEX COUNTY COLLEGE, New Jersey
Director of Student Activities 67

APPENDIX II

Two Year Colleges Participating in the Job Description Survey . . . 70

INTRODUCTION

The purpose of this monograph is to gather into a single collection typical job descriptions of student activity professionals at community and junior colleges in the United States. It is by no means a scholarly research project. Nevertheless, the final section of the monograph summarizes and compares the data and draws some conclusions and can be considered an important contribution to the field of research on this subject.

Very little has been written about the Community College Activities Director, yet the position has evolved in a rather uniform manner around the country. The position is the "catch all" for numerous functions which affect the lives of students on campus outside the classroom. Insofar as the nature and needs of community college students differ from those attending four year residential colleges, the activities coordinator at the community college is an important member of the management/administrative team of the two year college. Through the evolutionary process, the position has been upgraded to a level near the Dean of Students. Although past studies have placed the activities director on the lowest rung in the Student Personnel Services Department hierarchy, this study demonstrates that the position is now close to the top of the ladder.

It is hoped that this study will alert those outside the field to recognize the importance of the position within the college structure and to demonstrate this awareness by a professional approach to hiring, compensation, administrative relationships and staff development.

At the same time, it is hoped that the professionals themselves will gain a greater awareness of their place in the management/administrative structure of the college. This greater self-awareness should lead to a high degree of self-respect and security which in turn will assist them in providing better services for the students on their campuses.

I wish to thank the more than thirty student activities professionals from two year colleges in fourteen states in the U.S. for providing me with their job descriptions. Special thanks to the Two-Year College Committee of the Association of College Unions - International and my Region III colleagues for their encouragement and to my friends here at B.C.C., especially Paula Dye, my secretary, for giving me the time and help to get the job done.

Joseph M. Laufer
Burlington County College
Pemberton, New Jersey 08068
February 4, 1973

ARAPAHOE COMMUNITY COLLEGE

DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities assists the Dean of Students by providing for the management of all student auxiliary enterprises and the Student Activities budget, and by the administration of the complete activity program.

Since the salary for this position is financed through student fees, the Director is also responsible to the Student Senate. However, the Dean of Students serves as his immediate supervisor.

The Director of Student Activities shall:

1. Work cooperatively with all students, faculty, and staff in the planning, initiating, and supervision of a comprehensive activity program.

2. Serve as advisor to the Student Senate and Inter-Club Council.

3. Supervise the preparation and administration of the Student Activities budget and develop, in cooperation with the College Business Office, sound procedures for the management of said budget.

4. Be responsible for the approval of all purchase requests submitted by student organizations.

5. Operate an information and reception center pertaining to student activities.

6. Supervise the management of the College bookstore and the food service operation; manage and coordinate the use of the Student Center in cooperation with students, faculty, staff, and community groups.

7. Develop and supervise the publication of a student newspaper, student handbook, and special bulletins.

8. Coordinate the planning of all student financed facilities in the new building with the students, the architect, and the Dean of Students.

9. Submit periodic reports to the Dean of Students concerning the Activity program and the operation of auxiliary enterprises.

10. Represent the students at Governing Board meetings on matters pertaining to activities and student fees.

11. Cooperate with Director of Community Services and with community leaders in the development and presentation of a fine arts program, and other programs which are of benefit to students and to members of the community.

12. Serve as a member of the following committees and councils:
    a. Student Affairs Committee
    b. Administrative Council
    c. Athletic Committee

Duties and Responsibilities of the Director of Student Activities

13. Develop and maintain a Student Activity Calendar.

14. Establish good working relationships with other Student Activities personnel in the two and four-year colleges of the State of Colorado.

15. Maintain communication and good rapport with all Student Personnel Services staff members of the College in order to assist in the overall development and implementation of a total Student Personnel Services program.

16. Assume other duties as may be assigned by the Dean of Students.

ARIZONA WESTERN COLLEGE
Student Personnel Division

Dean of Student Activities
Staff Responsibilities

The Dean of Student Activities is responsible to the Dean of Student Affairs and ultimately to the President of the College in all matters pertaining to the operation of the College Union and student activities program. Responsibilities for this position include but are not restricted to the following:

1. The Dean of Student Activities shall develop and maintain supervision of all student activity programs conducted on the college campus.

2. The Dean of Student Activities shall assume leadership in the promotion of the College Union to the general public and exert general supervision over all events conducted in the College Union.

3. All events conducted on campus that require College Union facilities shall be scheduled through this office.

4. The Dean of Student Activities shall promote and publicize programs in the College Union to elicit fullest student participation in such events.

5. The Dean of Student Activities shall assume control over the operational budget in the College Union to insure sufficient funding for programs.

6. The Dean of Student Activities shall provide liaison between the college and the food services company operating on campus.

7. The Dean of Student Activities shall provide general supervision of the College Intramural Program.

8. The Dean of Student Activities shall provide overall administration support for clubs and organizations.

9. The Dean of Student Activities shall provide general administrative supervision of the Revenue Budget.

10. The Dean of Student Activities shall establish procedures for the evaluation of all employees under his supervision.

11. The Dean of Student Activities shall serve as advisor to and supervise the implementation of policy as set forth by the College Union Advisory Board.

12. The Dean of Student Activities shall provide general supervision for A.S.A.W.C.

13. The Dean of Student Activities shall assume other responsibilities as directed by the Dean of Student Affairs and/or the President of the College.

Revised
9/5/72

ATLANTIC COMMUNITY COLLEGE
DIRECTOR OF STUDENT ACTIVITIES
Job Description

Duties:

1. General supervision of all clubs and organizations.

   A. Formation of new clubs
   B. Annual recognition of clubs
   C. Club budgeting through Stu ent Financial Control Board

2. Advisor to Student Government.

   A. Chaperone Student Government functions
   B. Devise, develop, supervise Student Government policies, and procedures
   C. Assignment of students to college committees
   D. Develop social programs with members of Student Government
   E. Write, edit and distribute handbooks

3. General counseling duties (academic and personal).

4. Make Identification Cards.

5. Other duties as assigned.

Meetings:

1. Departmental

2. Administrative Council

3. Student Association

4. Faculty

5. Student Life Committee - the SLC is a committee of students selected from, hopefully, all areas of student interests who meet with the Board of Trustees.

6. Editorial Review Board - a committee set up to advise student publications.

7. Judicial Review Board - a committee to handle incidents of a social or academic nature directly relating to students.

Administrative

1. Club and Organization Policy Manual; write and revise.

2. Student Financial Control Board - prepare budget and distribute the student activities monies to the clubs and organizations.

3. Lost and Found - catalog and store lost and found items.

4. Advisees - confer with advisees and assist Counseling Office.

5. Supervise and change bulletin boards.

Social:

1. Homecoming

2. Fall concert

3. Spring concert

4. Various dances during the year.

5. All of the above are chaperoned and their planning advised by the Director of Student Activities.

6. Clubs - arrange facilities, advise, schedule m-eting dates, times, and places. Material support for clubs such as stencils, paper, etc.

7. Advise new clubs - how to organize, help locate advisors.

8. Miss Atlantic Community College Pageant.

Special Projects:

1. Student Handbook - the handbook is written and printed during the summer and distributed at orientation.

2. Orientation - the first week of school is planned and organized primarily by the Director of Student Activities and the Director of Counseling.

3. Who's Who - committee selection for the purpose of nominating students. The actual nominations are handled through this office.

4. Bloodmobile - arranging for student help and participation in the project is done in the Student Activities Office. This office aids the College Nurse on this project.

5. College trips - during October, the Director accompanied the SGA President to Washington, D.C. During January the Director accompanied the Organization of Black Students to Newark, New Jersey.

6. Reports to Administrative Staff - registration methods, progress reports, etc.

7. Assist campus recruiters - Marine Corps, Army, and Navy.

BUCKS COUNTY COMMUNITY COLLEGE

3.2.1.6 Student Affairs

3.2.1.6.7 DIRECTOR OF STUDENT ACTIVITIES

A staff position with the director responsible to the dean of student affairs. Duties and responsibilities are as follows:

a. To advise student government.

b. To increase the involvement of students in the college decision-making process.

c. To conduct leadership programs, classes, and/or institutes.

d. To supervise student elections and student conferences.

e. To assist students in the planning of a varied activities program.

f. To help in the preparation of the student government budget.

g. To evaluate the value of various student activity programs.

h. To work with administration and students in developing policies covering all social activities.

i. To maintain a student social center.

j. To coordinate all extra-curricular room requests.

k. To train students to assist new students.

l. To orient students to college and college activities.

Burlington County College
Job Description No. I-5
Job Title: Assistant to Dean for Student Affairs

Date: 11/1/72

I. Narrative Description

The Assistant to the Dean for Student Affairs is responsible for identifying student needs and characteristics, and assisting students to initiate programs and activities which reflect these needs and characteristics. He is primarily concerned with general student welfare, serving as the principal articulation point between student body and the college administration. Using counseling and advising resources for the maximum development of each student's potential, he shall respond to the expressed needs and concerns of the students regarding out of class life styles. He is responsible for student leadership development, encouraging students to order their own concerns through self government and participation in the decision-making process regarding matters directly related to them. He is involved in the administration of discipline with emphasis on human development. He shall serve as facilitator of communication between students and the faculty, administration and community. He is responsible for the supervision of the recreational and lounge facilities and the Student Affairs office suite. He is assisted by and directly supervises the Game Room Manager. In the administration of the college, the Assistant to the Dean for Student Affairs reports directly to the Dean of Student Development, who in turn reports to the President of the College.

II. Functional Responsibilities

1. Assists students in identifying and initiating relevant cultural, social and recreational programs which benefit the entire college community.

2. Provides opportunities for students to develop leadership and organizational abilities through special courses and training programs.

3. Assists student organizations in developing and executing their activities in compliance with college-wide educational objectives, policies and procedures.

4. Coordinates the use of activity and recreational facilities in cooperation with the Registrar, Director of Buildings and Maintenance and the Office of Security.

5. Facilitates internal communication through the administering of the activities newsletter, poster services, bulletin boards, and student handbook.

6. Handles special assignments as requested by the Dean of Student Development, including certain cases of student misconduct and membership on certain college councils and committees.

7. Advises the Student Senate, Associated Students and their various committees by encouraging active participation in student self government, the administering of the activity fee and the ordering of matters pertaining to students through democratic processes.

Job Description No. I-5
Job Title: Assistant to Dean for Student Affairs

8. Prepares budget request for his area of responsibility.

9. Encourages cooperative activity programs with faculty and students and provides opportunities for faculty involvement in student-oriented activities.

10. Evaluates programs and organizations and recommends revisions and innovations when needed.

11. Coordinates the college Orientation program for new students each semester.

12. Submits an annual report on the Student Affairs area to the Dean of Student Development.

13. Coordinates special student services, such as transportation, housing and information clearing house.

III. Consulting Tasks

1. Participate in activities planning with the Office of Community Services, Drama and Music Departments and Athletic Department.

2. Participate in consultation with various college personnel involved in plant and facilities usage and planning.

3. Participate on the Student Affairs Council and its committees.

4. Conduct regular meetings with the Security Department to maintain mutual support and understanding of student needs.

5. Participate with the Director of Admissions and Registration in the planning of registration procedures to include new student orientation.

6. Participate in the development of administrative procedures and practices to implement Board Policies dealing with students.

7. Participate with the Dean of Administration in the development of sound financial procedures in the administration of student fees.

IV. Required Skills

1. Counseling and guidance experience at the college level, preferably in the two-year community college field.

2. Thorough knowledge of group dynamics.

3. Knowledge of business practices and principles such as contracts, accounting and bookkeeping procedures.

4. Ability to work with others.

5. A demonstrated capability to innovate, to carry through assignments, and to accept responsibility.

Job Description NO. I-5
Job Title: Assistant to Dean for Student Affairs

6. A genuine interest in students as individuals.

7. Ability to handle crisis situations with calm and firmness.

8. Ability to supervise paraprofessionals, secretary and student help.

V. Educational Requirements

1. Masters Degree in some area of student personnel services, preferably counseling or administration is the minimum requirement (related areas acceptable).

2. A minimum of two years of two-year public college experience in the field is required, although combinations of experience and education may be substituted where appropriate.

3. Completion of special workshops in Leadership, Group Dynamics, etc. is highly desirable.

COMMUNITY COLLEGE OF DENVER

JOB DESCRIPTION

COORDINATOR OF STUDENT ACTIVITIES

The Coordinator of Student Activities is directly responsible to the Dean of Student Services for the administration and supervision of the Student Activities Office.

FUNCTIONS:

1. Responsible for the management of all student auxiliary enterprises, the budget and the complete activity program.
2. Serves as advisor to the Student Government and Inter-Club Council.
3. Is responsible for the approval of all purchase requests submitted by student organizations and student government.
4. Operates an information and reception center pertaining to student activities.
5. Supervises the management of the food service operation; manages and coordinates the use of the Student Center in cooperation with students, faculty, staff, and community groups.
6. Develops and supervises the publication of a student newspaper, student handbook, and special bulletings.
7. Represents the students at Governing Board meetings on matters pertaining to activities and student fees.
8. Serves as a member of campus committees and councils as assigned.
9. Develops working relationships with the faculty and administration to solicit support of campus activities.
10. Develops and implements a college intramural program.
11. Coordinates efforts in the development of new clubs and organizations on campus and serves as a consultant and a resource person to these groups in planning, implementing, and evaluating their programs.
12. Establishes good working relationships with other Student Activities personnel in the two and four-year colleges of the State of Colorado.
13. Works with students in the development of programs in the areas of: social, cultural, and recreational activities. Coordinates the scheduling of these programs.

ESSEX COMMUNITY COLLEGE
BALTIMORE, MARYLAND 21237

JOB DESCRIPTION

DIRECTOR OF COLLEGE COMMUNITY CENTER

FUNCTION

Chief administrative officer of the College Community Center and co-curricular programs at Essex Community College; directly responsible to the Dean of Students.

DUTIES

1. Responsible for the total operation, services, and programs of the College Community Center and other College areas involving co-curricular programs.

2. Coordinates and interprets all staff, student, and College efforts related to all aspects of the College Community Center, activities, and its affiliated areas.

3. Determines the College Community Center's and College's activities goals and standards of performance through the training of personnel and guidance given to individuals, committees, and organizations.

4. Prepares and administers the annual College Community Center budget.

5. Prepares an annual report to reflect past accomplishments and evaluation, as well as establishes future goals.

6. Initiates and administers operational procedures for the College Community Center.

7. Initiates research on the use of Center facilities, peripheral facilities, activity programs, etc.

8. Advises and counsels College groups and committees in regards to College Community Center and co-curricular programs.

9. Schedules all College physical facilities and services as they relate to co-curricular programs.

10. Coordinates with the assistance of Coordinator of Activities, a College master calendar.

ESSEX COMMUNITY COLLEGE
BALTIMORE, MARYLAND 21237

JOB DESCRIPTION

COORDINATOR OF ACTIVITIES

FUNCTION

Under the supervision of the Director of College Community Center; responsible for the College Co-Curricular Activities Program.

DUTIES

1. Develops, coordinates, and evaluates the College co-curricular activity program.
2. Coordinates and assists in administering the Lyceum Committee.
3. Encourages College-wide participation in all phases of the activity program.
4. In co-operation with the Business Office, maintains financial records of the Student Government Organization and Lyceum Committee.
5. In co-operation with the Director of College Community Center advises the Student Government Organization and other organizations and committees as the need may indicate.
6. Directs the College Travel Program.
7. In conjunction with the Student Government Organization, Counseling Center, and other campus sectors plans Orientation, and the Leadership Conference.
8. Establishes methods of communication and serves as a laison between the administration, faculty, and student body.
9. Serves on appropriate College and faculty committees.
10. Assists as directed in all phases of Student Personnel work.
11. Represents the Director of College Community Center in his absence.
12. Assists with the selection and training of Center personnel as well as the supervision of his assigned staff.
13. Assists the Director of the College Community Center in administrative duties and the coordination of the scheduling of all College physical facilities and services used for co-curricular activities.

GREEN RIVER COMMUNITY COLLEGE

Job Description

Director for Student Programs

I. Basic Function

As a member of the student personnel administrative staff, under the direction of the Dean of Students, the Director for Student Programs is responsible to develop and facilitate learning experiences within the college environment which contribute to individual student growth and the development.

II. Specific Responsibilities

A. To develop student involvement in institutional affairs by providing the opportunity for student growth and development through participation in:

1. Student Government
2. Student Services Fund
3. All College Council

B. To facilitate the development and implementation of the annual student services budget.

C. To develop, organize and administer a physical environment which enables positive student development through scheduling of all campus facilities.

1. Responsible for scheduling and administering all non-instructional programs and activities on the Green River Community College campus.

2. Responsible for scheduling and administering all unassigned facilities in the Lindbloom Student Center.

D. To interpret the needs of students to faculty, administration and the community.

E. To facilitate and assist in the administration of student programs which individualize the educational process:

1. intercollegiate athletics
2. performing arts
3. recreational
4. student government

F. To develop, organize, administer, and promote student programs through public relations that will include students, faculty, administration and the community.

G. To facilitate the coordination of meaningful experiences for students with instructional programs.

Director of Student Programs (Continued)

H. To provide the opportunity of professional development of Green River Community College staff through student programs.

I. To represent the college in matters pertaining to student programs in local, state, regional, and national meetings, conferences and seminars.

J. To develop, organize and administer continual evaluation of student programs.

K. Responsible for the assessment of student needs and the development of programs to allow students' experiences which will optimize their growth and development.

III. Intra-institutional Relationships

Dean of Students

Accountable to the Dean of Students for the development, organization and administration of student programs.

Student Personnel Staff

Coordinates and communicates with members of the student personnel staff to facilitate student growth and development.

Student Program Staff

Responsible for the selection and supervision of the Student Program Staff.

Students

Facilitate and develop with students, programs, policies and procedures which foster the maximum attainment of their individual and group growth and development.

HARFORD COMMUNITY COLLEGE

The Duties and Responsibilities of the Director of Student Activities at Harford Community College are as follows:

A. GENERAL: The Director of Student Activities is responsible to the Dean of Students for a program of extra-curricular student activities and for the general administration of the College Center.

B. SPECIFIC:

1. Planning, organizing, staffing, directing, coordinating, and evaluating the Student Activities program.
2. Explaining the purpose and scope of the activities program to students and faculty and encouraging student participation in activities.
3. Determining needs of the activities program and recommending when new organizations and facilities are needed.
4. Advisor to the Student Government Association.
5. Supervising student elections.
6. Developing leadership training programs for students.
7. Working closely with the advisor of each club and organization and offering in-service training for activity sponsors.
8. Coordinating campus information into a weekly Student Bulletin.
9. Coordinating Student Awards Program.
10. Organizing student volunteers for various purposes.
11. Supervising production of the student handbook, The Blue and Gray.
12. Producing the yearly activity calendar.
13. Collecting information on attendance at student-sponsored events.
14. Controlling on-campus display material and posters.
15. Providing on-campus student communication.
16. Maintaining schedule of room use in College Center.
17. Establishing guidelines for student sponsorship of social or cultural events.
18. Cooperating with Dean of Business Affairs on the maintaining of financial records of student funds.

19. Evaluating the worth and success of various student groups chartered by student council, and the total activity program through an annual report to the Dean of Students.

20. Organizing and scheduling of the College's cultural events series in cooperation with and approval of the Student Government Association and the Office of Community Services.

WILLIAM RAINEY HARPER COLLEGE

DIRECTOR OF STUDENT ACTIVITIES

The director of student activities is a staff officer responsible to the vice president of student affairs.

This officer:

A. Coordinates and administers the social, cultural and recreational co-curricular programs.

B. Advises student government and its various committees.

C. Coordinates the development of and supervises the procedures and activities of the student clubs and organizations.

D. Coordinates the preparation and utilization of the student activity budget in conjunction with student government.

E. Administers the college activity calendar.

F. Administers the student code of conduct and the procedures for handling and referring cases of student misconduct.

G. Supervises the College Center Lounge, game room, and student organizations office area and develops policies and procedures for usage of the above areas.

H. Coordinates the publication of the student handbook, activity calendar, cultural arts schedule and weekly bulletin.

I. Works with students and faculty in developing special programs on current topics and issues.

J. Administers the college's student identification card system.

K. Counsels or teaches as determined by the vice president of student affairs and carries out other duties assigned by him.

WILLIAM RAINEY HARPER COLLEGE

Student Activities Adviser

The student activities adviser is a para professional responsible to the director of student activities.

This officer:

A. Develops and supervises regular weekly activity programs to be held during the afternoon activity periods.

B. Advises individual students interested in sponsoring activities on a one-time or continuing basis.

C. Advises clubs, organizations, and selected committees of the Student Senate.

D. Supervises the evening student activities program of lectures, concerts, dances, films, etc.

E. Supervises the College Center Game Room.

F. Coordinates the set-ups for activity programs.

G. Administers the college's student identification card system.

H. Carries out any other duties as assigned by the director of student activities.

KENNESAW JUNIOR COLLEGE

Marietta, Georgia

SECTION XII: THE COORDINATOR OF STUDENT ACTIVITIES

Subsection 1

The Coordinator of Student Activities reports to the Dean of Student Affairs and to the Director of Counseling and Placement in the performance of his duties.

Subsection 2

The duties and responsibilities of the Coordinator of Student Activities include the following:

1. He functions as a professional counselor to students in connection with student activities and on an individual basis.

2. He serves as academic advisor to students in the JETS program and to foreign students.

3. In conjunction with the Dean of Student Affairs, he is responsible for coordination and supervision of those social functions and extra-curricular activities sponsored by student clubs and organizations.

4. He serves as a liaison person between all College clubs and organizations and the College administration.

5. He is responsible for maintaining budget coordination of all other student activities with the business office.

6. He shall in cooperation with the Chairman of the Department of Physical Education and the Director of Plant Operations coordinate facilities and equipment needs for activities sponsored by the student clubs and organizations.

7. He prepares and submits to the Dean of Student Affairs an annual report covering the activities of all student clubs and organizations during the year.

8. He performs such other duties as the Dean of Student Affairs and the Director of Counseling and Placement may from time to time assign him.

FIORELLO H. LaGUARDIA COMMUNITY COLLEGE
The City University of New York

JOB DESCRIPTION

The job description of the Coordinator of Campus Activities at LaGuardia Community College.

- Assisting students to assume responsibilities in Student Affairs and College Goverance.
    1. Advising and facilitating the operation of the Student Government.
    2. Help in the development of student clubs and student service organizations.
    3. Guiding the distribution of student funds through the financing of student-oriented groups and activities.

- Encourage and coordinate a broad range of co-curricular activities and special interest clubs and organizations.
    1. Determine from students and college staff their special interests in academic social, recreational and cultural activities.
    2. Contact outside agencies in various fields and facilitate the exchange of information in these fields between them and student groups.
    3. Schedule space and provide any other facilities in so far as possible for meetings and activities.
    4. Assist in the publication of events and activities.

- Encourage all college staff to be involved as participants, advisors and innovators.
    1. Work with administrators to encourage the involvement of faculty.
    2. Coordinate special events involving college staff and students.
    3. Facilitate the participation of college staff in all social/cultural events sponsored by the students.
    4. Advertise special interests of the college staff in an endeavor to stimulate interaction between student interests and participation and staff interests and participation.

- Encourage and coordinate a broad range of cultural, social, and recreational programs.
    1. Organize college-wide student-staff affairs.
    2. Utilize the city's cultural offerings
    3. Coordinate college-wide social events
    4. Publicize area-wide cultural affairs
    5. Facilitate both intra-mural and inter-collegiate recreational and sports activities.

- Counsel and advise students as the need arises.
- Serve as advisor to the Student Council.
- Prepare operational budgets in association with other members of the Division.
- Organize and coordinate programs of activities within the college's available space.

LEHIGH COUNTY COMMUNITY COLLEGE

DIRECTOR OF STUDENT ACTIVITIES

GENERAL RESPONSIBILITIES:

A - To advise and/or assist all student committees, clubs, organizations and Student Government associations in planning and coordinating activities for each academic calender year.

B - To coordinate and plan schedules for all intercollegiate and intramural sports programs. Select and employ coaches for intercollegiate sports. Coordinate purchase of all sports equipment with coaches and Intramural Director.

C - To encourage the organization of new clubs and groups, and develop in-training programs that will help students understand basic procedures for governmental management.

D - Serve on assigned College Committees and help coordinate new student orientation program for Fall and Spring Semesters.

E - To plan and develop Summer recreation programs and prepare for Fall and Spring Semester.

F - Teaching, developing and instructing classes or courses that relate generally to student activities.

G - Publicity and promotion programs for those activities that are open and of interest to the general public.

LORAIN COUNTY COMMUNITY COLLEGE
1005 North Abbe Road
Elyria, Ohio
44035

JOB DESCRIPTION - DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities shall be responsible for the continuing development of effective student self-government and will serve as the advisor to the Associated Students and its organizations. He shall also be responsible for the coordination and assistance in the planning of extra-curricular activities, programs and special events. He shall also be responsible for the correlation of student publications.

In addition, he shall maintain the calendar of all student activities. He shall serve as a liaison for club advisors. He shall approve the materials to be posted on campus bulletin boards.

The Director of Student Activities shall actively encourage student, faculty, administrative and lay participation and support in the development of an effective and total student activities program.

The Director of Student Activities shall be responsible to the Dean of Student Services and shall assume other responsibilities assigned by him.

The Director of Student Activities shall have a minimum of a master's degree and/or appropriate work experience.

The Director of Student Activities shall receive a 12 month contract for this Administrative/Professional non-tenured position which will be calculated at the ratio of 1.28 times the appropriate placement on the academic salary schedule. To qualify for columns A, B, or C on the academic salary schedule, the Director of Activities must possess the training and experience paralleling that of members of the teaching faculty.

Monroe Community College - Rochester, New York

JOB DESCRIPTION FOR ACADEMIC YEAR 1970-71: ASSISTANT DIRECTOR OF STUDENT ACTIVITIES

The Assistant Director of Student Activities reports directly to the Director of Student Activities. He assists the Director in administering the co-curricular programs of the Student Association, all chartered student clubs and organizations, student publications, and all related activities. He also provides administrative and fiscal assistance for the Evening Session Student Association.

He serves as faculty co-adviser to the Student Association providing leadership and counsel for all aspects of the Student Association.

He assists the Director in responsibility for the following facilities and areas in the Student Center designated as student spaces: all Student Offices, Publications Offices, Brick Lounge, Billiard Room, Game Room, Clubs and Organizations Room, Craft Room and Mezzanine Lounge.

He assists the Director in conducting continuing evaluation of the co-curriculum to meet student needs.

He assists the Director in planning, organizing and implementing relevant programs for the improvement and broadening of the co-curriculum.

He assists the Director in the development and implementation of leadership training and in-service programs in cooperation with the Student Association.

He assists the Director in the administration of fiscal accounts of all organizations which derive prime subsidization from the student activity fee and assists with the care and custody of all student activity funds.

He assists the Director in supervision of the conduct of all student auxiliary enterprise operations - Billiard Room, Game Room, lockers.

He assists the Director in publication and distribution of the Student Handbook.

He assists the Director in publication and distribution of the weekly Student Bulletin and monthly College Calendar.

He assists the Director in implementing the student I.D. card system of the College.

He assists the Director in implementing a driver-training program, scheduling and maintenance for the Student Association Bus.

He assists the Director in the preparation and coordination of all student activity fee funded budgets.

He assists the Director in administering non-College personnel assigned as advisers to chartered religion-affiliated organizations of the College and assists them in implementing their programs.

He assists the Office of Student Affairs in the planning, organization and implementation of Freshman Orientation.

He serves as Student Activity Department representative on the College Scheduling Committee.

MONTGOMERY COUNTY COMMUNITY COLLEGE

DIRECTOR OF STUDENT ACTIVITIES

JOB DESCRIPTION

The director of student activities is responsible for a broad range of student personnel services to a student body of 1800 full time and 1500 part time and evening students.

The following are the major areas of responsibility of the director of student activities:

1. The direction of student activities in the following areas:
   a. Student Government
   b. Student organizations
   c. Social activities

2. The direction of co-curricular activities in relation to the academic program of the College in the following areas:
   a. Varsity athletics
   b. Cultural programs
   c. Student publications

3. Supervision of the other members of the full time and part time student activities staff.

4. Coordination of expenditures against the Student Activities Budget.

5. The completion of such other projects as my be assigned by the Dean of Student Affairs.

MONTGOMERY COUNTY COMMUNITY COLLEGE
340 DeKalb Pike
Blue Bell, Pa. 19422

JOB DESCRIPTION FOR ASSISTANT DIRECTOR OF STUDENT ACTIVITIES

1. To serve as Advisor to Student Center Board in the formulation and planning of activities and events.

2. To serve as Advisor for the College Yearbook, in the selection of a publishing company, and the collecting and collating of materials to be used.

3. Maintain up-to-date files on lecturers, films, available displays, plays, etc. for student reference.

4. Maintain and coordinate game room facilities and personnel to work game rooms.

5. Assist the Director of Student Activities in completion of projects which may be assigned to Student Activities Office.

6. Serve as designate for the signing of requisitions and other such document, and the running of the Student Activities Office when the Director is away from the College.

MT. HOOD COMMUNITY COLLEGE DISTRICT

JOB SPECIFICATION

TITLE: Associate Dean of Student Activities
RESPONSIBLE TO: Dean of Student Affairs
AUTHORIZATION: President

GENERAL RESPONSIBILITY: The associate dean of student activities shall be responsible to assist the dean of student affairs by administering the student government program, by supervising the student activity program, and by supervising the athletic program. He shall perform other administrative duties as may be assigned by the dean of student affairs.

RESPONSIBILITIES AND DUTIES:

A. He assists the dean of student affairs by:
   1. Assuming the duties of the dean of student affairs during his absence.
   2. Being responsible for the development, expansion, and updating of co-curricular and extra-curricular programs geared to today's student needs.
   3. Drafting the budget for the associated students so that comprehensiveness and balance between programs are maintained.
   4. Recommending policies and regulations regarding student conduct and use of student center.
   5. Developing information concerning student activities and student government for the communications media.
   6. Supervising the athletic program.

B. He is responsible for:
   1. Administering, supervising and evaluating the work of the director of student activities and supervisor of student clubs and organizations.
   2. Supervising the director of athletics.
   3. Managing the budget of the associated students.
   4. Supervising the work of the advisers to student speech groups, student art groups, student drama groups, student music groups, and other special interest groups.
   5. Working with students, individually and in groups, to channel energy and enthusiasm into relevant and positive activity.
   6. Coordinating the involvement of professional staff in working with students outside the classroom.
   7. Developing, expanding, and updating a student government program geared to today's student needs.
   8. Developing the college policies and regulations designed to promote and control ASMHCC activities.
   9. Orienting students and faculty to the student government program of the college and its goals.

C. He serves as:
   1. The adviser to the executive board of ASMHCC.
   2. A member of college groups and committees as appointed by the vice president of MHCC.

DEAN OF STUDENT AFFAIRS'STAFF

MT. HOOD COMMUNITY COLLEGE DISTRICT

JOB SPECIFICATION

TITLE: Director of Student Center Activities
RESPONSIBLE TO: Associate Dean of Student Activities
AUTHORIZATION: President

GENERAL RESPONSIBILITY: The director of student center activities shall be responsible to assist the associate dean of student activities by directing a program of all-campus student activities. He shall perform other administrative duties as may be assigned by the associate dean of student activities.

RESPONSIBILITIES AND DUTIES:

A. He assists the associate dean of student activities by:
   1. Being responsible for the development, expansion, and updating of student programs geared to today's student needs.
   2. Coordinating activities, scheduling the use of the student center, and maintaining the calendar for all student events.
   3. Administering the student policies and regulations designed to promote and control ASMHCC activities.
   4. Coordinating a community services program in activities on an assignment basis as administered by the associate dean for community services.
   5. Developing information concerning student activities for the communications media.
   6. Working with advisers to student groups in developing the budget of ASMHCC for the associate dean.
   7. Maintaining a comprehensive art exhibit program and cultural activities.

B. He is responsible for:
   1. Developing and implementing a student center program which enhances the college's educational objectives.
   2. Orienting students and faculty to the student center and student activities at the college and their goals.
   3. Advising the legislative council and assisting with the advising of the student activity council.
   4. Coordinating and publicizing internally student government, student athletics and club activities.

C. He serves as:
   1. An adviser to the student of MHCC.
   2. A member of college groups and committees as appointed by the vice president of MHCC.

DEAN OF STUDENT AFFAIRS' STAFF

MT. HOOD COMMUNITY COLLEGE DISTRICT

S/C/T JOB SPECIFICATION

TITLE: Supervisor of Student Clubs and Organizations

ASSIGNED TO: Associate Dean of Student Activities

IMMEDIATE SUPERVISOR: Director of Student Center Activities

GENERAL RESPONSIBILITIES: The supervisor of student clubs and organizations shall be responsible to assist the associate dean of student activities by directing a program of activities for clubs and organizations. He shall perform other duties as may be assigned by the associate dean of student activities.

RESPONSIBILITIES AND DUTIES:

A. He assists the associate dean of student activities by:
   1. Being responsible for the development, expansion, and updating of an activitiy program for clubs and organizations geared to today's student needs.
   2. Developing and maintaining a system of records and a procedure for evaluating club activities.
   3. Suggesting new types and styles of clubs and organizations to meet changing student needs.
   4. Developing information concerning student clubs and organizations for the communications media.
   5. Administering the student policies and regulations designed to promote and control ASMHCC activities.
   6. Directing and supervising the work of the activity facilitator and work study students in the hobby and game rooms.

B. He is responsible for:
   1. Advising the student activity council and assisting with the advising of the legislative council.
   2. Supervising and advising the rally squad.
   3. Supervising and promoting the hobby room and game room.
   4. Promoting any and every student interest through the club activity program.
   5. Coordinating and publicizing internally student government, student athletics and club activities.
   6. Overseeing the financial records and inventory of the game room and hobby room.
   7. Opening the game and hobby room daily.
   8. Conducting an information center and lost and found department.

C. He serves as:
   1. An adviser to the students of MHCC.
   2. A member of college groups and committees as appointed by the vice president of MHCC.

MT. HOOD COMMUNITY COLLEGE DISTRICT

S/C/T JOB SPECIFICATION

TITLE: Activity Facilitator

ASSIGNED TO: Associate Dean of Student Activities

IMMEDIATE SUPERVISOR: Associate Dean of Student Activities

GENERAL RESPONSIBILITY: The activity facilitator shall assist the supervisor of student clubs and organizations by operating the game and hobby rooms, maintaining a lost and found department, hang art exhibits, supervise the publicity center, supervise student conduct in college center and provide assistance to special weekend activities.

RESPONSIBILITIES AND DUTIES:

A. Supervises the game room during the day.
   1. Arranges for and trains student workers for counter work.
   2. Checks out cash register and deposits cash and receipts in business office each day.
   3. Conducts tournaments.
   4. Maintains physical up-keep of game equipment and room facilities.
   5. Supervises conduct of students in game room.

B. Supervises the KEG room.
   1. Assists in assuring the policies against gambling, drinking, and dope peddling and consumption are enforced.
   2. Associates with students to determine areas of interest for activities.

C. Assumes art exhibit responsibility.
   1. Supervises and hangs all art exhibits in the college center.
   2. Assumes responsibility for taking down art exhibits and shipping exhibits to next exhibitor, and keeps accurate account of the condition of the works of art.

D. Operates publicity center.
   1. Is responsible for poster supplies.
   2. Makes posters for activity office sponsored events.
   3. Gets approval of all posters from the dean of student affairs or associate dean of student activities.
   4. Distributes posters to strategic points on campus.
   5. Is responsible for the removal of outdated posters.

E. Assists with weekend activities.
   1. Supervises dances or other weekend activities.
   2. Assists clubs in organization of weekend activities.

F. Supervises hobby room.
   1. Helps develop programs and facilities for a hobby center of arts and crafts.
   2. Assists students in the use of such facilities.

G. Prepares written reports on all events.

COUNTY COLLEGE OF MORRIS

JOB DESCRIPTION
Director of Student Activities

The Director of Student Activities is responsible to the Dean of Students for the development, coordination and budgeting of a program of extra curricular student activities. Specifically, the Director of Student Activities shall be responsible for:

1. Developing a broad range of activities comprehensive enough to satisfy a diversified student body.

2. Introducing new students to the activities available and encouraging student participation.

3. Preparing the annual budget for the student activities program.

4. Determining needs of the activity program and recommending when new organizations or facilities are required.

5. Enforcing college social regulations.

6. Being advisor to Student Council.

7. Acting as advisor to the Student Community Center Board; working closely with each committee in the coordination of their programs.

8. Working closely with the advisor of each club or organization.

9. Assisting the Dean of Students in general counseling.

10. Evaluating the worth and success of various student groups chartered by Student Government, considering their programs, student interest and participation, financial standing and faculty advisorship.

11. Cooperating with the Business Office on the maintaining of Financial Records of student funds.

12. Supervision of Assistant to Director of Student Activities and Night Manager of the Student/Community Center.

13. Overall responsibility of freshman orientation, student elections, student handbook, annual calendar, game room, information desk, ID system, on-campus display material.

14. Coordinating the overall responsibility of the Inter-greek Council and the Mass Media Board.

15. Preparing an annual report and other reports as requested by the Dean of Students.

16. Carrying out such other duties as may be assigned by the Dean of Students.

NASSAU COMMUNITY COLLEGE

Job Description

JOB TITLE Director of Student Activities

General Statement of Duties

Directs and coordinates the campus co-curricular program, student orientation, crisis intervention, does related work as required.

Complexity of Duties

The position is professional and administrative, and involves the direct supervision of seven professional counselors, administrative control for the unit of student activities, requires considerable judgment on a day to day basis and ability to communicate effectively with students, faculty, administrators and the public.

Typical Duties

1. The supervision of nine counselors
2. Coordination of the Student Activity Programs for day and evening divisions
3. Coordination and planning of the College Wide Cultural Program
4. The design and coordination of the Student Orientation Program
5. Supervision of the two Student Centers and Dining Hall
6. Financial supervision of Student Activities Fees used in the Student Activities area
7. Acting as the representative of the President and Administrators during student protest or disruption
8. Situational counseling and advisement
9. Coordinating and designing the Parent's Orientation Program
10. Recommending policy concerning student welfare and control to the Dean of Student Personnel Services and the College President

Qualifications

1. Extensive knowledge of Student Personnel Work
2. Through knowledge of group dynamics
3. Knowledge of business practices and principals such as contracts, accounting and bookkeeping procedures, etc.

NORTH HENNEPIN STATE JUNIOR COLLEGE
7411 85th Avenue North
Minneapolis, Minnesota 55445

March 1972

JOB SPECIFICATIONS FOR ADMIN. ASS'T TO DEAN OF STUDENTS

1. Length of work year to be a "52 week" appointment, with 22 days vacation leave.

2. Salary to be per system salary schedule.

3. Immediate responsibility to be to the Dean of Students.

4. Desirable personal qualities:

   a) Interest in development of student activities program.
   b) An ability to work with others.
   c) A demonstrated capability to innovate, to carry through assignments, and to accept responsibility.
   d) Training and experience in educational administration.
   e) A genuine interest in students as individuals.

5. Major Responsibilities:

   a) To direct the student activities program of the college.
   b) To supervise the Campus Center building, center activities, and center staff.
   c) To work with the Dean of Students and other administrators in selected phases of college operation.
   d) To assume such duties as assigned by the Dean of Students.

6. Subsidiary Responsibilities:

   a) Student Activities

      1. Coordinate activities in fine arts, athletics, clubs etc.
      2. Be responsible for budgeting of activities, working with advisors and the Student Services Committee.
      3. Work toward the development of a full program of activities.
      4. Evaluate the performance of advisors to student activities.
      5. Recommend credit allocations for advisors.

   b) Campus Center (Also see document "Job Description of Student Center Director," dated February, 1972).

      1. Hire, train and evaluate Center staff.
      2. Work with the college business officer in Center fiscal affairs.
      3. Oversee the operation of the physical plant.
      4. Schedule activities of his own and others in the building per college policy.
      5. Develop a program of activities in the Center.
      6. Supervise and work with the food service director in the development of a food service program.
      7. Assist in the supervision of the building in the evening hours and on such weekends as the building is open to the public.

Job Specifications continued

8. Coordinate the functions of building supervision, maintenance, scheduling, work assignments, including student labor.
9. Perform other duties assigned by the Dean of Students or College President.

c) Administration

I. To assume campus wide responsibilities as assigned by the President and the Dean of Students.

1) To attend meetings of administrators when topics within his jurisdiction are considered.
2) To be one of the group of administrators scheduled for evening duty.
3) To be a member of the Personnel Unit.
4) To serve on faculty-student committees.

d) Other

I. To perform assigned activities, including perhaps the following, and others.

1) Planning graduation ceremonies.
2) Representing the college to feeder high schools and the public.
3) Conducting research regarding the campus center.
4) Advising the Student Senate.
5) Advising other clubs, organizations or activities.
6) Coordinating Welcome Days, if the Student Senate plans the event and if the Administrative Assistant is advisor to the Senate.

7. Addendum:

I. Some activities and responsibilities which have been those of the administrative ass't to the Dean of Students at NHSJC in 1969-72 will be accepted by others in 1972-73.

a) Student Financial Aids will be administered by the Dean of Students. He will also represent the administration on the Student Financial Aids Committee.
b) Welcome Days will be planned by the Dean of Students if not accepted by the Student Senate as its responsibility.
c) The orientation program for new students will be coordinated by the Dean of Students.
d) Coordination of the counseling program will be a responsibility of the Dean of Students.

II. The Dean of Students will continue to represent the college at statewide fine arts association and athletic association meetings.

OCEAN COUNTY COLLEGE

Job Functions - Director of Student Activities

Organizational and Operational Plan of Administrative Channels

1. The Director of Student Activities shall provide supervision and guidance for the area of student activities.

2. All matters related to general policy and operation of the student activities program shall be cleared through the Director of Student Activities.

3. Reporting directly to the Director of Student Activities shall be:

   A. Assistants or other professional staff members
   B. Clerical and Secretarial Staff
   C. Student Assistants

4. Full opportunity for discussion of all matters related to student activities shall be provided by all members of the staff. However, all final decisions shall be made by the Director of Student Activities. The Dean of Students shall have the ultimate decision in all or any matters related to the area of student activities.

5. All matters related to policy and operation shall move in the manner described below:

   Dean of Students — Director of Student Activities — Staff

6. All decisions in the area of student activities shall be in accord with approved College policy.

7. The Director of Student Activities shall report directly to the Dean of Students.

Responsibilities and Duties

1. Development and Coordination:	The Director of Student Activities shall develop and coordinate all student activities and their functions in accordance with student needs and desires.
2. Program and Supervision:	Shall be responsible for programming and supervising the use of the Student Center.
3. Freshman Orientation:	Shall coordinate the orientation program for all incoming and new students.
4. Faculty Advisors:	Shall coordinate, train and advise faculty advisors.

5. Central Scheduling:	The Office of Student Activities shall function as the Central Scheduling Agent for the campus. In this capacity it will coordinate all official college events in regard to time and facilities usage and publish a monthly calendar of events.
6. Internal Banking:	The Director of Student Activities shall maintain and coordinate an Internal Banking System to be used by all clubs and organizations chartered by the Student Government Association.
7. Student Life Committee:	Shall be an ex-officio member of the Student Life Committee.
8. Student Government Association:	Shall serve as advisor to the Student Government Association.
9. Barda, the Yearbook:	Shall serve as advisor to Barda, the Yearbook of Ocean County College.
10. Pan Hellenin Council:	Shall serve as advisor to the Pan Hellenic Council.
11. Alumni Affairs:	Shall serve as staff coordinator for Alumni Affairs.
12. Student Handbook:	Responsible for the yearly publication of the Student Handbook.

PARKLAND COLLEGE
P. O. Box 4007
Champaign, Illinois 61820

Telephone: (217) 384-2264

Assistant Dean for Student Activities

I. General Information

A. Position Title: Assistant Dean for Student Activities, Parkland College

B. Reports to: Dean of Students

II. Primary Function

Directs and coordinates the total student activity program for Parkland College.

III. Responsibilities

1. Recommends to the Dean of Students policies, procedures and regulations for effective operation of the student activity program.
2. Supervises the policies, procedures, and regulations governing the student activity program within the guidelines adopted by the College Board.
3. Supervises all student and campus organizations.
4. Serves as advisor to the Parkland College Student Association.
5. Coordinates with the Athletic Director the plans for the intramural program and the intercollegiate athletic program.
6. Develops and supervises orientation, convocation, graduation, and honors day programs.
7. Evaluates and recommends to the Dean of Students improvements in the student activities program.
8. Assists in the total student services program.
9. Develops and coordinates student publications.
10. Assists in and provides leadership training for students.
11. Provides leadership assistance to faculty advisors.
12. Recommends to the Dean of Students qualified persons to serve in the Office of Student Activities.
13. Directs, evaluates, and supervises all persons responsible to the Assistant Dean for Student Activities.
14. Supervises the student lounge and snack bar area.

15. Assists in the over-all supervision of the Student Center.

16. Supervises the Coordinator of Financial Aids and Placement Officer.

17. Prepares and supervises the total student activities budget.

18. Serves as liaison officer with community agencies such as Red Cross, Y.M.C.A., Boy Scouts, and others.

19. Develops community service programs in which students are involved in contributing to the community, such as student volunteers, tutors in elementary schools and community projects.

20. Assists in the follow-up studies.

21. In cooperation with the faculty, complements the instructional program with the development and supervision of extramural learning experiences.

22. Assists in student orientation programs.

23. Assists the Dean of Students with the development and maintenance of college-wide educational relations.

JOB DESCRIPTION - DIRECTOR OF STUDENT AFFAIRS

PASSAIC COUNTY COMMUNITY COLLEGE

The Director of Student Affairs is concerned with the general welfare of the students of the College. He is responsible for all programs affecting students welfare, including academic, personal and financial counseling; as well as all student activities such as student government, publications, trips and clubs.

Coordinates and supervises all the activities in the Department of Student Personnel.

Serves on the Committee on Academic Standing.

Develops and maintains a cumulative record of each student and promotes its effective use by advisors and other faculty members.

Is a member of the President's Cabinet and Advisory Councils.

Serves, or is represented by a member or members, of the student personnel staff on College committees responsible for coordinating the various student activities and other areas of student concern such as academic standing, curriculum, admissions, learning resources, budget, scholarships, etc.

Is authorized by the President to maintain the effective functioning of the Student Government organization, and serves as its advisor.

Recruits, interviews, engages and fosters the development of the Department of Student Personnel faculty.

Provides adequate supervision of all student social activities of the College.

Coordinates special ceremonies of student concern.

Has the responsibility for upholding civic laws, and communication and implementation of the rules and regulations of the College; and is, therefore, authorized to take the necessary action required to achieve this end and to make recommendations to the Judicial Board and/or the President for the suspension, expulsion, or arrest of individual deemed to be in violation of said laws, rules, and regulations.

He also has responsibility for general coordination of services to men and women students at the College.

SOMERSET COUNTY COLLEGE

JOB DESCRIPTION

An administrative position reporting to the Dean of Student Affairs, with the following responsibilities:

1. To develop and administer a comprehensive student activities program including advising on planning, scheduling and evaluation of activities.

2. To coordinate planning for administrative and program structure of campus center.

3. To provide advice and assistance to the officers and members of student organizations and their faculty advisors.

4. To develop manuals for officers and faculty advisors of student organizations. To promote effective management relative to organizational goals.

5. To refine and implement procedures for the expenditure to student activities funds including annual audit of organization's financial records.

6. To develop, advise and assist the implementation of an active College Parents' Association.

7. To coordinate and work with the architects on the refinements of the plans for the College Center.

STATE UNIVERSITY OF NEW YORK
AGRICULTURAL AND TECHNICAL COLLEGE
ALFRED, NEW YORK

POSITION DESCRIPTION

COORDINATOR OF CAMPUS ACTIVITIES/DIRECTOR COLLEGE CENTER

I. OBJECTIVES

A. To coordinate and develop college activities for the benefit of the entire college community.

B. To help facilitate a broad educational, cultural, social and recreational co-curricular program.

C. To utilize all the college facilities in developing a strong college co-curricular program.

D. To aid in the development of student leadership, initiative, creativity and participation through close student contact, advisement, and group work.

E. To facilitate budgeting for student activities and the College Activities Center.

II. ADMINISTRATIVE RELATIONSHIPS

A. Reports to: Dean of Students

B. Supervises:

1. Director of Operations
2. Superintendent of Lake Lodge (indirectly)
3. Superintendent of Ski Lodge (indirectly)
4. Recreation Program Consultant
5. Secretary
6. Personnel
   a. Work-Study
   b. Park Time Personnel/Temporary Service
   c. Lake Lodge Lifeguards

III. RESPONSIBILITIES AND AUTHORITIES

A. Delegates

1. Director of Operations

   a. Responsible for calendaring procedures, building operation and set-up.

b. Responsible for building supervision.

c. General administrative duties.

2. Superintendent of Lake Lodge

a. Assumes general operational responsibility.

3. Superintendent of Ski Lodge

a. Assumes general operational responsibility.

4. Recreation Program Consultant

a. Responsible for supervision and programming of the area.

b. Responsible for effective and efficient operation of this area.

5. Secretary

a. Responsible for office management and general office procedures.

b. Responsible for bartender scheduling for parties.

6. Personnel (As individaul situation demands)

a. Set-up, lighting, and sound.

b. Lifeguards

c. Projection services

d. Bartenders

B. Performs Personally

1. Advises CUBAT (College Union Board at Alfred Tech.).

2. Supervision of staff.

3. Establishes standards of performance and the qualifications of staff.

4. Prepares and administers Annual Reports.

5. Initiates all financial and business matters of the Activities Program.

6. Prepares and submits Annual Reports.

7. Supervises Activities Calendar.

8. Serves as Public Relations Representative for Activities Program.

9. Initiates operational procedures.

10. General administrative functions for total program.

11. Serves as a resource person.

IV. EVALUATION

A. Submits Annual Report.

B. Student Involvement.

C. Effective and efficient operations

1. Paul B. Orvis College Center

2. Happy Valley Ski Center

3. Lake Lodge

D. Comparison to other colleges.

V. RELATIONSHIP TO OTHERS

A. Total Division

1. Work toward Divisional goals

2. Communicate effectively

B. Director of Faculty-Student Association.

C. Director of Athletics.

D. Et All.

STATE UNIVERSITY OF NEW YORK
AGRICULTURAL AND TECHNICAL COLLEGE
ALFRED, NEW YORK

POSITION DESCRIPTION

ASSOCIATE DIRECTOR OF CAMPUS ACTIVITIES

I. OBJECTIVES

A. To represent and articulate the best interests of the Activities Program.

B. To motivate and control an adherence to the procedural process concerning coordination of buildings, reservation procedures, employee training and hourly preventive maintenance of all activity facilities and equipment.

C. To encourage a definition and isolation of problems concerning the above and to expedite constructive improvement.

II. ADMINISTRATIVE RELATIONSHIPS

A. Reports to: Director of Campus Activities

B. Directs:

1. House Managers of Activities Center.
2. Recreation Room Supervisors.
3. Lighting and Sound Crews.
4. Set-up Supervisor.
5. Social Chairment of individual campus and community organizations requesting the use of available facilities and equipment.
6. Commissioners at all sponsored social events.

III. RESPONSIBILITIES AND AUTHORITIES

A. Delegates

1. House Managers of Activities Center - Responsible for supervision of the Activities Building during absence of the Director of Campus Activities and the Associate Director of Campus Activities.

2. Recreation Room Supervisors - Responsible for supervision, programming, and general preventive maintenance of the Recreation Room.

3. Lighting and Sound Crew - Responsible for physical set-up and operation of all pertinent equipment requested for a particular function.

4. Set-up Supervisor - Responsible for contacting and supervising set-up crew for a specified function.

5. Social Chairmen of Organizations - Responsible for conforming to

the scheduling procedures, rules and regulations of the Activities Program.

6. Commissioners - Responsible for assisting chaperones and social chairmen in performing their duties.

B. Performs Personally

1. Assists the Director with the general supervision of the Student Activities Center, the Lake Lodge, the Central Dining Hall Lounge, personnel, activities, and other administrative duties as assigned.

2. Assists with business and financial matters of the Director.

3. Assists with preparation of the annual budget of the Director and administers the operational budget for the Directors on a day to day basis.

4. Assists with the selection and training of Activities personnel.

5. Individual and group counseling.

6. Supervises all building purchasing.

7. Conducts research on use of facilities.

8. Supervises scheduling of space and planning personnel schedules, coordinates conferences and major functions.

9. Responsible for statistical reports involving all aspects of operation.

10. Advises student organizations as assigned annually.

11. Assists the Director on liaison with local, state and national agencies.

12. Serves on college committees when selected and approved by the Director, often as a deputy for the Director.

IV. EVALUATION

A. Submits Annual Reports based on statistical files.

B. Participates in on-going conversations with superior concerning both Activities and the physical operation of Student Activities facilities.

V. RELATIONSHIPS TO OTHERS

A. Total Division

1. Work toward Divisional goals.

2. Communicate effectively.

B. Director of Faculty-Student Association.

C. Director of Athletics.

D. Director of Buildings and Grounds.

E. Purchasing Department.

REV 6/72

STATE UNIVERSITY
AGRICULTURAL AND TECHNICAL COLLEGE
at Farmingdale, New York 11735

DIRECTOR - COLLEGE UNION
Job Description

1. Supervise Assistant Director of College Union, secretary, college work-study program, and three full-time employees of the Recreation Center.

2. Coordinate the student activities of 50 curriculum and campus-wide clubs and organizations.

3. Advise the College Union Board which is the social programming organization of the College Union.

4. Distribute and publish 2,000 weekly copies of "WHAT'S NEW", student activities information sheet, to campus population.

5. Plan, coordinate and bring to a reality with the Student Government Association social program for orientation week.

6. Revise, with help of Student Government Association, Student Handbook over summer for distribution in the Fall.

7. Up-date, print, collate and distribute Student Activities Policy Manual to each club and organization. Contains information on "how to do it" for dances, beer socials, etc.

8. Distribute Graduation tickets and announcements.

9. Plan and coordinate President's Luncheon, which takes place in June, to honor active seniors in Student Activities. Usually total attendance is 300.

10. Hire and supervise adult security men who control Roosevelt Hall after 5:00 p.m. and on weekends.

11. Hire and supervise recreation employees who supervise gym recreation programs during weekdays and weekends.

12. Schedule use of rooms and theatre in Roosevelt Hall.

13. Represent Student Activities department on Faculty Student Activities Committee.

14. Serve as liaison with military recruiters and Peace Corps representatives.

15. Advise students as to proper channels to take when scheduling dances with beer (security, maintenance, bartender, etc.)

16. Coordinate and prepare nominations for inclusion in "Who's Who Among Students in American Junior Colleges".

STATEN ISLAND COMMUNITY COLLEGE
The City University of New York

JOB DESCRIPTION

The Director of Student Activities is a member of the Department of Student Personnel and holds faculty rank. The Student Personnel Department is divided into two major centers. The Student Activities Center and the Counseling Center. The Director of Student Activities is responsible for supervising all the personnel involved in the Student Activities Center. This includes five additional counselors, plus a number of part-time people. Supervision involves: definition of job responsibilities, observation reports, participation with the Dean of Students in evaluation conferences, conducting of staff meetings and planning sessions, proposing additional summer hours, etc.

The Director of Student Activities is responsible along with his staff for providing appropriate services to students in the following areas: student government, clubs and organizations, publications, cultural programing, etc.

A building (C Building) has largely been placed under the authority of the Director of Student Activities. Together with a staff member assigned by the Director and the Student Governments, responsibility for facilities and programing is assumed. The major work of the Activities staff here is to help the day and evening student governments assume responsibilities in this area.

The Director of Student Activities is also responsible for developing programs dealing with drug education and intergroup relations in the C Building.

The Director of Student Activities also serves on the following committees: Operations and Planning Committee of the Department of Student Personnel, The Staten Island Community College Corporation and Board of Directors and from time to time various presidential task forces.

It is also the responsibility of the Director to maintain communication with both the Dean of Students and the President of the College. At the end of each year, the Director prepares a report that is delivered to the Staten Island Community College Corporation.

Finally, the Director is responsible for the implementation of the Student Personnel Departments first credit bearing course, "Theory and Practicum in College Leadership," a course designed to help students participate effectively in college government. In addition, the Student Activities Center has established a Graphics Center, which allows students to fully prepare their publications for final printing off campus.

SUFFOLK COUNTY COMMUNITY COLLEGE

DIRECTOR OF STUDENT ACTIVITIES
JOB DESCRIPTION

The Director of Student Activities shall be responsible to the Dean of Students for:

1. Supervising the Student Center Building including daily liaison with on-site managers of ancillary services.

2. Supervision and coordination of all professional and clerical staff assigned to the Student Center Building.

3. Coordinating and scheduling all students employed as student managers or Student Activities office aids.

4. Recommend purchase of program allied goods and services.

5. Supervising the inventory control of all Student Association equipment.

6. Assisting the Student Government to organize and carry on its program.

7. Advising student organizations and clubs, and coordinating student social activities.

8. Preparing and maintaining a master schedule for the use of all college facilities by on-campus student clubs and organizations, social, athletic and cultural activities conducted by the students or College and by all campus organizations using College facilities.

9. Publishing a calendar of student activities.

10. Counseling and advisement of students.

11. Coordinate the orientation program of the College.

12. Assist in the development of student leadership training programs.

TARRANT COUNTY JUNIOR COLLEGE DISTRICT
5301 Campus Drive
Fort Worth, Texas 76119

DIRECTOR OF STUDENT ACTIVITIES
(12 Months)

A staff position responsible to the Dean of Student Services. Major areas of responsibility include:

1. In cooperation with the Dean of Student Services, plan and implement a diversified program of Student Activities.
2. Coordinate the supervision of the Student Center Operation, including supervision and training of student employees in the center.
3. Develop and maintain the College Activity Calendar.
4. Schedule meeting rooms in the Student Center.
5. Interpert College Philosphy, Policies, and Regulations to Organizations, Individuals, and Groups.
6. Coordinate with the Dean of Instruction to insure that the various activities complement the academic program.
7. Develop an evaluation system to determine whether student interests and needs are being met through the various programs.
8. Coordinate with Publications personnel in planning the student handbook.
9. Insure that bulletin boards policies are enforced.
10. Advise and coordinate the programs of the Activities Council and its various committees (Forums, Fine Arts, Films, Dances, Campus Entertainment, Hospitality).
11. Coordinate the selection of students for Who's Who Among American Junior Colleges.
12. Maintain Student Service Fee Budget Record.
13. Make recommendations for equipment to be purchased or replaced, needed improvements, and anticipated needs.
14. Encourage faculty participation in Student Activities Programs.
15. Approve all poster requests.

TARRANT COUNTY JUNIOR COLLEGE DISTRICT
5301 Campus Drive
Fort Worth, Texas 76119

COORDINATOR OF STUDENT ORGANIZATIONS

JOB DESCRIPTION

A staff position responsible to the Director of Student Activities. Major areas of responsibility include:

1. Advisor to the Student Government Association and its committees, e.g., traffic, Academic Affairs, Auxiliary Enterprises. Serve as ex-officio member to all SGA committees and attend all scheduled meetings.

2. Work with officers and advisors of all campus organizations to aid them in setting and achieveing goal and objectives for the year.

3. Assist in forming new organizations to meet changing student needs and interests.

4. Develop a leadership training program that will prepare student leaders to take active roles in all areas of campus life.

5. Coordinate with the Dean of Instruction and President of the Faculty Association to promote good faculty-student relations.

6. Coordinate and supervise all campus elections to insure maximum participation by the student body.

7. Develop a continuous system of evaluation to determine the effectiveness of campus organizations.

8. Develop a program whereby clubs and individuals are recognized for their achievements throughout the year.

    A. Coordinate with Reflector
    B. Coordinate with District Community Relations Office
    C. Plan an annual recognition banquet

9. Promote good campus-community relations by providing students with the opportunity to work with constructive community programs.

10. Assist in the development of a balanced program of educational, recreational, and cultural activities for the campus.

11. Assume responsibility for the supervision of the student center as assigned.

12. Interpret college philosophy, policies, and regulations to organizations, individuals.

13. Provide assistance in all administrative matters, budgets, and policies as assigned.

14. Make recommendations for equipment to be purchased or replaced, needed improvements, and anticipated needs.

15. Assist the Director of Student Activities with the various activity council programs.

16. Assume other responsibilities on assignment of the Director of Student Activities.

TRITON COLLEGE
2000 5th Avenue
River Grove, Illinois 60171

DUTIES OF ASSISTANT DEAN OF STUDENTS
(Student Services)
Directly Responsible to the Dean of Students

1. Supervises and advises the Student Services Counselor and the Director of Athletics in the conduct and financial activities of their respective programs.

2. Recommends and implements policy concerning student behavior and control.

3. Serves as official representative of the college at all intercollegiate meetings in the area of intercollegiate athletics.

4. Arranges for physical facilities for graduation and caps and gowns for faculty and students.

5. Is responsible for the operation of the College Center with the exception of Food Service and Bookstore areas.

6. Stimulates, administers, and coordinates the use and allocation of all resources, funds, staff, and faculty assigned to the College Center in an effort to realize the total educational and financial goals of the Center.

7. Is responsible for recommending the employment, dismissal, and re-classification of professional, classified, and student employees assigned to the College Center.

8. Develops short and long range plans for physical improvements to the College Center building and its services to meet contemporary and future needs of students, staff, and community.

9. Submits monthly reports to the Dean of Students concerning the operations of the College Center.

10. Prepares College Center Budget, exclusive of Food Services and Bookstore.

11. Performs a variety of other duties as may be assigned by the Dean of Students.

UNION COLLEGE

THE DIRECTOR OF STUDENT ACTIVITIES
AND
DIRECTOR OF CAMPUS CENTER

General Responsibility:

The Director of Student Activities shall report to the Director of Student Personnel Services and shall act for him in all matters pertaining to Student Activities as well as in any other areas assigned to him by the Director of Student Personnel or the Dean of the College.

Specific Responsibilities:

A. The Director of Student Activities shall assume the responsibility as Director of the Campus Center Building where most student activities are conducted and his office should be located.

   1. He may recommend additional assistants to cover building supervision in his absence and during the evening session.

   2. Students may be employed as part-time assistants with limited supervision assignments. i.e. intramurals and use of the Gym.

B. He shall act in a guidance capacity to the Day Student Council and Evening Student Council.

   1. He shall assist these groups in planning their respective programs in concert with their chosen advisors.

   2. He shall countersign all checks for expenditures incurred by approved programs as well as initial all invoices of purchase of services or equipment.

   3. He shall countersign all contracts between the Student Council and any agency, group or individaul for servies to be rendered.

   4. He shall arrange for auditing for Student Council records at the end of each semester by a C. P. A. and encourage the Councils to secure the necessary bonding coverage on funds deposited and those handling such accounts.

C. He shall schedule all student activities, clearing the dates with the college official assigned to handle the master calendar.

D. He shall supervise the issuance of Identification Cards to all students, faculty, administration and other college personnel.

   1. He must work closely with the Registrar's office in this behalf.

   2. He should train students as needed to assist with this equipment.

DIRECTOR OF STUDENT ACTIVITIES

E. He shall work closely with the Director of the Intramural Program to assure an equal opportunity for student participation and a continuity in the assignment of room usage for various activities (also time allotment)

F. He shall be responsible for the annual revision of the "Student Handbook"

   1. A student committee should be selected to assist him in this duty.

G. He shall be responsible for the annual review and revision of the "Handbook for Advisors and Chaperones" and the "Student Organization Handbook".

H. He shall make regular visits to our other campuses, meet with the students and the Directors to assure a complete coordination of the entire student activity program.

I. He shall encourage student organizations of the Cranford Campus to solicit membership from our other campuses, exchange programs and locations for meetings whenever possible.

   1. This includes an effort to coordinate activities with students attending U.C.T.I.

J. Serve on those committees as outlined in Faculty By-laws.

K. Clear academic status of all students nominated or elected to the position of officers for club or fraternal organizations.

L. Submit listing of those students eligible for Union College Key award as a result of participation in student activity programs.

M. Assist club advisors as needed.

N. Insure adequate chaperone, police, bouncer, maintenance coverage, etc. at all events sponsored on college grounds (also for Student Council Activities held off campus).

   1. Alert the police when we have special personalities on campus.

   2. Secure from the Cranford Police Force the use of Plain-clothes-men (detectives in some instances).

   3. Secure night depository Key and Bag from the Cranford office of the Suburban Trust Company, if large sums are collected before week-ends.

O. Assist the Admissions in the recruiting of new students via local high school visitations.

DIRECTOR OF STUDENT ACTIVITIES

P. Accept a student group of advisees from the Counseling office.

1. Counseling on academic programming.
2. Tutoring in qualified areas.

Q. Act as Chairman of the Campus Center Policy Committee, which should be composed of the Director of Intramurals, Assistant Director of Student Activities and/or Campus Center, a student representative from each student organization that has an assigned room in the Campus Center Building.

1. Review Campus Center Policy Statement.
2. Make recommendations to the Dean of Students.
3. Responsible for basic operation of student assigned areas of the Campus Center Building.

WESLEY COLLEGE, DOVER, DELAWARE 19901

DIRECTOR OF STUDENT ACTIVITIES (AND THE COLLEGE CENTER 1973-74)

The Director of Student Activities should be a person who enjoys working with students in diverse and creative ways. The applicant should be energetic and young in outlook.

The Director of Student Activities, a new position, is to be one of five persons working in the area of Student Services under the Dean of Students to promote a higher quality of student life on campus.

The Director of Student Activities will have the following specific responsibilities:

1. Development of overall program of social activities involving students in planning and follow-through.

2. Advising the Social Committee in all of its program activities, movies, dances, concerts, etc., (including programming, arrangements, securing chaperones, etc.)

3. This person will have the primary responsibility for all activities in the College Center. (Effective September, 1973)

4. Providing professional assistance to Cultural Affairs Committee in such areas as negotiating contracts with lecturers and performing artists and coordinating arrangements for all performances. (This is to a large degree an Executive Secretary function.)

5. Facilitating the development of new student organizations consistent with the Constitution of the Student Government Association.

6. Working with the Dean of Students in budget development and budget control for all student organizations. (Should include orientation of student treasurers, periodic checks of student accounts.)

7. Securing faculty advisors for all student organizations in consultation with the Academic Dean and the Dean of Students.

8. Working directly with student organizations in the development and facilitation of new programming ideas and approaches.

9. Working with the athletic department and the physical education department to promote a better intramural program. (This is under much debate and the involvement of the Director of Student Activities is yet to be determined.)

10. Counseling with students. (The type of liaison that the Director of Student Activities has will be determined prior to signing the contract depending upon the qualifications, interests, and training of the applicant.)

The position will be on a twelve months contract with one month of vacation with same holidays as other administrative staff personnel. Due to the nature of student activities and social events, the Director of Student Activities will be on duty on many weekends and evenings.

HTW/jy
4/17/72

CHARTS

SUMMARY AND ANALYSIS

RECOMMENDATIONS

SUPERVISORY

	ASSISTANT	PARAPROFESSIONAL	STUDENT CENTER	LOUNGE-AREA	GAMEROOM	BOOKSTORE	DINING HALL	INTRAMURAL	ACTIVITIES POLICIES	ACTIVITIES FUND	VARSITY ATHLETICS
1. ARAPAHOE			X			X	X		X	X	
2. ARIZONA			X				X	X	X	X	
3. ATLANTIC									X	X	
4. BUCKS			X						X	X	
5. BURLINGTON		X		X	X				X	X	
6. DENVER			X				X	X	X	X	
7. ESSEX		X	X						X	X	
8. GREEN RIVER			X	X	X				X	X	X
9. HARFORD			X						X	X	
10. HARPER	X	X	X	X	X				X	X	
11. KENNESAW								X		X	
12. LAGUARDIA								X	X	X	X
13. LEHIGH								X	X		X
14. LORAIN									X		
15. MONROE	X		X	X	X					X	
16. MONTGOMERY	X				X				X	X	X
17. MT. HOOD	X	X	X		X				X	X	X
18. MORRIS	X	X			X				X	X	
19. NASSAU	X	X	X				X		X	X	
20. N. HENNEPIN		X	X				X		X	X	
21. OCEAN	X	X	X						X	X	
22. PARKLAND	X		X	X			X	X	X	X	X
23. PASSAIC	X									X	
24. SOMERSET			X						X	X	
25. SUNY-ALFRED	X	X	X		X				X	X	
26. SUNY-FMDALE	X		X		X						
27. STATEN ISLAND	X	X									
28. SUFFOLK		X	X								
29. TARRANT	X		X						X	X	
30. TRITON	X	X	X							X	X
31. UNION		X	X					X	X	X	
32. WESLEY			X					X	X	X	
	14	13	22	5	9	1	6	8	25	27	7

FUNCTIONAL DUTIES

	ORIENTATION	MASTER CALENDAR	ROOM SCHEDULING	I.D. CARDS	LOST & FOUND	SIGN MAKING	WEEKLY BULLETIN	BULLETIN BOARDS	ANNUAL ACT. CALENDAR	INFORMATION DESK	CHAPERONE	STUDENT HANDBOOK	GRADUATION	WHO'S WHO
1. ARAPAHOE		X					X		X	X	X	X		
2. ARIZONA			X											
3. ATLANTIC	X		X	X	X			X		X	X	X		X
4. BUCKS	X		X											
5. BURLINGTON	X		X		X	X	X	X	X			X		
6. DENVER							X		X	X		X		
7. ESSEX	X	X	X						X					
8. GREEN RIVER			X											
9. HARFORD			X				X	X	X			X		
10. HARPER				X			X		X			X		
11. KENNESAW														
12. LAGUARDIA			X				X	X						
13. LEHIGH	X								X					
14. LORAIN								X	X					
15. MONROE	X			X			X		X			X		
16. MONTGOMERY														
17. MT. HOOD			X		X	X		X	X	X				
18. MORRIS	X	X		X		X		X	X	X		X		
19. NASSAU	X													
20. N. HENNEPIN			X										X	
21. OCEAN	X	X	X						X			X		
22. PARKLAND	X												X	
23. PASSAIC	X												X	
24. SOMERSET		X	X											
25. SUNY-ALFRED		X	X						X					
26. SUNY-FMDALE	X	X	X				X					X	X	X
27. STATEN ISLAND			X			X								
28. SUFFOLK	X	X							X					
29. TARRANT		X	X					X	X			X		X
30. TRITON													X	
31. UNION				X										
32. WESLEY														
	13	9	16	5	3	4	8	8	15	5	2	12	5	3

	ADVISORY					EDUCATIONAL					COMMITTEE SERVICE				
	STUDENT GOVERNMENT	UNION BOARD	CLUBS-ORGANIZATIONS	YEARBOOK-MAG.	NEWSPAPER	LEADERSHIP TRAINING	FACULTY ADVISOR TRNG	TRNG. STUDENT GUIDES	GENERAL COUNSELING	DRUG EDUCATION	STUDENT LIFE	ACADEMIC AFFAIRS	ADMINISTRATIVE PRESIDENTIAL	JUDICIAL	PUBLICATIONS EDITORIAL
1. ARAPAHOE	X		X		X						X		X		
2. ARIZONA	X	X	X												
3. ATLANTIC	X		X						X		X		X	X	X
4. BUCKS	X					X		X							
5. BURLINGTON	X		X	X		X			X		X				
6. DENVER	X		X		X	X			X		X				
7. ESSEX	X		X			X			X		X				
8. GREEN RIVER	X		X								X				
9. HARFORD	X		X			X		X							
10. HARPER	X		X						X					X	
11. KENNESAW			X						X						
12. LAGUARDIA	X		X				X		X						
13. LEHIGH	X		X			X					X				
14. LORAIN	X		X	X	X										X
15. MONROE	X		X	X	X	X	X								
16. MONTGOMERY	X	X	X	X	X										
17. MT. HOOD	X		X			X					X				
18. MORRIS	X	X	X						X						
19. NASSAU									X						
20. N. HENNEPIN	X		X				X				X				
21. OCEAN	X		X	X			X				X				
22. PARKLAND	X		X	X	X	X	X								X
23. PASSAIC	X		X	X	X				X			X	X		X
24. SOMERSET	X		X				X								
25. SUNY-ALFRED			X			X	X	X	X						
26. SUNY-FMDALE		X	X				X	X			X				
27. STATEN IS.	X	X	X	X	X	X				X	X		X		X
28. SUFFOLK	X		X			X			X						
29. TARRANT						X					X				
30. TRITON															
31. UNION	X	X	X				XX		X						
32. WESLEY			X				X		X						
	25	6	28	8	8	13	10	4	14	1	13	1	4	2	5

SUMMARY AND ANALYSIS

On the preceeding pages we have summarized for easy reference the data which have been gathered in this study. It is important to note that the typical job description does not necessarily include all of the responsibilities of the activities director. Therefore, even though a particular function is not checked on the chart, this does not mean that the activities director at the college does not perform the function.

Five categories have been chosen for classification purposes: Supervisory, Functional, Advisory, Educational and Committee Service. The Supervisory category covers people, places and programs. The functional category covers fourteen areas which were common to most descriptions. The Advisory, Educational and Committee Service categories each cover five common areas of involvement for activities directors. This classification of duties could well serve as an outline for a typical job description.

Three duties stand out as most common to the position - namely, supervision of the activities fund, advisement of student government and general responsibility for advising clubs and organizations. One would have to examine the philosophy of each institution to determine what is meant by "supervision" and "advisement" in these cases. If the institution espouses a philosophy of student self-determination, "supervision" and "advisement" should be interpreted in the broadest sense of the terms. An awareness of the general practice around the country, however, leads the author to believe that the terms are to be interpreted in the strictest sense, whereby the activities director exercises a great amount of power in determining the activities policies and in controlling the activities of student government and the activities fund.

Not all of the colleges in the study maintained a student center. However, most of them maintained student center facilities, including lounge areas and game rooms which were under the supervision of the activities director. The nature and extent of these facilities would determine whether the activities director was more a student union manager-type or a student personnel services-type. Where a formal "Union" existed, the business and management duties of the director are more in evidence. The general impression one receives from the data in this study is that the directors are primarily student personnel people and not business managers. The fact that freshman orientation and room scheduling show up with equal frequency shows the ambivalence of the position. On one hand the director is involved in a definite student personnel function, and on the other, in a purely managerial one.

Although only one-third of the job descriptions listed "leadership training" and "general counseling" as specific duties of the director, it is a known fact that these are among the expectations of both students and administrators. This is perhaps the area receiving the most attention at the present time in the field. Because of the rapid turnover and the "open door" philosophy espoused by the two year college, this function is given top priority by a majority of the professionals themselves. It is the area which should be stressed in both the training and recruiting of staff.

Most student activities offices at two year colleges are one-man operations. However, three of the colleges listed "assistants" and two listed "paraprofessionals" as being under the supervision of the director. Although the job descriptions don't state it, most of the directors supervise student help, either part-time or work-study.

Some activities directors are involved in the advisement of specific enterprises such as the college newspaper, yearbook and radio station. These duties tend to detract from the professionalism expected of the director and consume an undue amount of his time.

The most frequently mentioned committee involvement of the director was that concerned with student life. It seems that the director or someone connected with his office should be a member of this committee. However, by reason of the direct contact he has with students on an informal basis, it would seem that he could provide valuable feedback for the Academic Affairs and General College Policy Councils.

In summary, the thirty-two job descriptions analyzed in this monograph demonstrate the variety of functions expected of the activities director. In the final analysis, he is expected to be a person well-grounded in counseling and human awareness, sensitive to the personal needs of the students and providing them with the daily services which will keep them satisfied while they are pursuing their academic studies. He is expected to provide the students with information about the college and its activities as well as to make sure that they function within the framework of the goals and objectives of the institution. He is both liason man and ombudsman, friend of the students as well as spokesman for the administration. His role as educator and counselor is often overlooked, but in the end, if he is not both of these, he is a failure as a professional.

RECOMMENDATIONS

During the data-gathering period of this study, I was asked whether I would devise a "model" job description by incorporating all the positive items found in the descriptions into a single document. Although the idea sounded good at first, I finally decided that it was impossible, because a job description depends so much on the nature of the institution and its objectives. As far as I'm concerned, my job description is the best possible one, since I wrote it myself and had the unique advantage of being able to incorporate some of the data of this study into its construction. However, my job description may not be the best for your institution. Thus, I decided to simply list some recommendations.

1. In the light of current trends dealing with student self-determination and self-government, the term "Director of Student Activities" should be dropped in favor of a title which more accurately describes the function. The title should also serve to upgrade the position to its proper level as being very close to the Dean of Students. Titles such as "Associate Dean of Student Affairs", "Assistant Dean of Student Affairs" or similar titles more accurately reflect the nature of the position.

2. The educational and counseling functions of the professional should be highlighted. Student leadership training should be a primary function of the office and the counseling dimension of the office should be stressed over the mere "advisement" function. Leadership training should be perceived as a first-class academic endeavor on the part of the student affairs professional. Likewise, the role of the officer in "new student orientation" should be described as a major educational function.

3. The "ombudsman" function of the office should be emphasised and spelled out clearly in the job description so that it is understood and accepted by all parties.

4. The "communications" function of the office should be highlighted in the job description. The student affairs officer serves as a clearing house of information for the college community. Spelling this out in the job description will assist him in obtaining the institutional support and committment to provide a first class service in this area. Items such as the student handbook, weekly newsletter, calendar of events, information desk, bulletin boards, etc. would all fall under the heading of Information and Communications.

5. The "student activities" function of the professional should be described in educational terms, namely, labeling student activities as a training ground for the profitable use of leisure time and as supportive of the academic program of the institution. When the function of a game room is described as a healthy outlet for pent-up emotions and as a means of servicing the human needs of students so as to better equip them to handle academic matters, these activities are elevated to a level more compatible with the purpose of the institution.

6. The "service function" of the student affairs office should be spelled out and even expanded to cover such areas as a clearing house for transportation, emergency messages, housing and other such items. This type of servicing should be described as supportive of the academic life of the student in that a student whose human needs are serviced tends to do better academically.

7. The student affairs professional should be ranked along with the other professional educators in the instituion, be eligible for tenure and be considered as a member of the middle-management team of the institution. He should have a counseling or student personnel services background and ideally some teaching experience. His salary should be commensurate with these qualifications.

8. Routine housekeeping duties (from chaperoning to arranging furniture, etc.) should not be considered regular functions of the student affairs officer.

9. Extremely specialized duties, such as advising a newspaper or a specific club, should be avoided because of the time-consuming nature of the activity as well as possible "conflict of interest" problems which may result.

10. The student affairs professional should serve on college goverance committees especially those which deal with student life and academic affairs.

The student affairs professional is his own best press agent. He should take special care to see that all members of the college community are aware of his functions through a self-generated job description which is endorsed by his supervisors and distributed to his peers. When called upon to perform functions which are contrary to or detract from the professional nature of his position, he should make it clear that these functions do not serve the best interests of the institution and are not part of his job description. Insistance by all members of the profession on treatment as a professional, and meriting this treatment by professional activity in keeping with the recommendations spelled out in this monograph is the best guarantee we have of maintaining that professionalism.

APPENDIX I - ADDITIONAL COLLEGES

COLLEGE OF DuPAGE
Glen Ellyn, Illinois 60137

DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities is responsible to the Dean of Student Services for the administration, supervision, and coordination of the centralized student activities program of the College. In discharging his duties he shall:

1. Provide supervision for centralized functions planned by the students; i.e., student executive board election, major entertainment and lecture programs, special events (Homecoming, Spring Week, etc.), and serve as advisor to the Student Representative Council.

2. Prepare the centralized student activities budget and provide methods of controlling expenditures.

3. Define and facilitate procedures for organizing centralized and cluster clubs and student organizations.

4. Recommend policies and practices concerning Student Activities, including review of Cluster Activities Council recommendations.

5. Assist in the student orientation program.

6. Provide consultation to clusters for planning activities, outlining procedural information, and required technical assistance.

7. Assist students in forming a centralized Student Activities Board for decision recommending in the areas of Student Activities.

8. Coordinate the organization of the intramural program.

9. Coordinate activities, facilities, and publicity with the Director of Campus Center Services.

10. Coordinate activities, facilities, and publicity with the Coordinator of Campus Events.

11. Maintain a centralized calendar for all college events, including significant cluster activities. This includes originating facility requests.

12. Assume other duties as assigned by the Dean of Student Services.

MIDDLESEX COUNTY COLLEGE
Edison, New Jersey

JOB DESCRIPTION
DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities is responsible to the Vice President for the development and implementation of a college-wide program of co-curricular and extra-curricular education except those delegated to others.

The Director is delegated the following specific responsibilities:

A. ADMINISTRATION

1. He shall enforce college policies, rules, and regulations that pertain to his area of responsibility.

2. He shall prepare an annual report on the activities of his office.

3. Establish policies for the use of the College Center facilities.

4. Allocate student fees designated by the President for social, recreational, and cultural activities.

B. STAFF

1. The Director shall insure the provision of adequate and competent staff to discharge the responsibilities assigned.

2. He shall supervise academic and non-academic staff, including student workers, under his jurisdiction.

C. PROGRAMMING

1. Advise and counsel the College Center Programming Board whose operating procedures and membership (divisional basis) are determined by an approved constitution.

   a. The Programming Board shall provide the nucleus of the college's programs by means of the following committees: social, concert, film, lecture series and symposium series.

   b. The College Center Programming Board shall determine in advance which of its programs will be provided exclusively for students, students, and faculty, for the entire college community, and for the larger community outside the campus.

   c. A realistic schedule of rates, if any is to be charged, shall be established one year in advance.

   d. The Programming Board shall develop one year in advance an annual calendar of major campus events which will constitute a well-balanced program as defined by the committee structure of the programming board.

e. The Programming Board shall annually publish a calendar of events and a handbook describing the purposes and operations of the College Center.

2. He shall coordinate with a representative of the Division of Continuing Education a program and services of interest to part-time students on the basis of the characteristics of those students.

3. He shall meet on a scheduled basis with representatives of the college's academic areas to hear suggestions for programming and services and to recommend the implementation of those considered appropriate. A formal procedure shall be established through the creation of a Student Activities and Interest Committee.

4. He shall provide a forum for students and faculty to make suggestions of policies and activities of the College Center.

5. He shall approve admission fees for programs.

6. He shall deposit admission fees and income from programs with the Office of the Controller.

D. SCHEDULING

1. He shall schedule all areas and events within the Center for on-campus groups with the College Center Manager.

2. He shall prepare a yearly, monthly, and weekly schedule for student programs.

E. CHARTERED ORGANIZATIONS

1. He shall coordinate the programs of all student groups.

2. He shall initiate when necessary and approve all publicity for student sponsored events.

3. He shall initiate, receive, and review all contracts and purchase orders for services and supplies including bidding specifications for publications funded by the student fee.

4. He shall provide for supervision of offices, workrooms, and meeting rooms as scheduled by student organizations.

5. He shall develop procedures manuals which will aid student organizations in program planning.

F. SERVICES

1. He shall operate and supervise an information desk.

2. He shall operate and supervise duplication and sign-printing facilities for chartered student groups.

3. He shall annually publish a brochure describing the philosophy, facilities, and services of the College Center.

G. The Director of Student Activities shall be responsible for all additional assignments made by the Vice President for Academic and Student Affairs from time to time.

ALLEGANY COMMUNITY COLLEGE
PITTSBURGH, PENNSYLVANIA
DIRECTOR OF STUDENT AND PUBLIC RELATIONS

Job Description

GENERAL:

1. Is responsible to the President of the College for planning, development, and supervision of the public relations and publicity programs of the College.

2. Is responsible to the Dean of Student Services for planning, development, and operation of the student activities program of the College.

3. Plans and supervises the production of all College publications.

4. Acts as an informational liaison between the College, student, and civic communities.

5. Acts as consultant to organizations and officers of the College in community and student related matters.

6. Initiates and coordinates a wide variety of student and public relations activities and evaluates their effectiveness in meeting the educational purposes of the College.

7. Organizes and administers functions and services to meet the professional needs and requests of his office.

8. Works cooperatively with other administrators and with the faculty to create an effective administrative staff which functions independently and cooperatively.

SPECIFIC:

1. Coordinates the creation and distribution of all College publicity releases to local newspapers, radio stations, and television studios.

2. Has primary responsibility for College advertising.

3. Coordinates and plans production of all College publications including the College Catalogue.

4. Recommends policies, procedures, and regulations for effective operation of student events on campus.

5. Advises Student Government, the Student Newspaper, and other student organizations as needed.

6. Assists in the preparation of the Student Government budget and supervises the distribution and control of all funds budgeted for Student Government.

7. Administers the budget accounts which pertain to his area of administration; maintains liaison with the Business Manager on fiscal affairs.

8. Serves as a member of the College committees as appointed by the President.

9. Entertains College guests on and off campus at the discretion of the President.

10. Assists the officers of the College in the development of ideas and programs which will be of benefit to the College.

11. Knows and is able to interpret the College's policies on major areas of academic purpose, student life and College programming.

12. Assists College officials in preparing public statements of community importance.

13. Consults with all administrative officers with regard to solving administrative problems and improving administrative services.

APPENDIX II

TWO YEAR COLLEGES PARTICIPATING
IN THE STUDENT ACTIVITIES DIRECTORS
JOB DESCRIPTION SURVEY

ARAPAHOE COMMUNITY COLLEGE
Littleton, Colorado 80120

ARIZONA WESTERN COLLEGE
Yuma, Arizona 85364

ATLANTIC COMMUNITY COLLEGE
Mays Landing, New Jersey 08830

BUCKS COUNTY COMMUNITY COLLEGE
Newtown, Pennsylvania 18940

BURLINGTON COUNTY COLLEGE
Pemberton-Browns Mills Road
Pemberton, New Jersey 08068

COMMUNITY COLLEGE OF DENVER
RED ROCKS CAMPUS
1209 Quail Street
Denver, Colorado 80215

COLLEGE OF DUPAGE
Naperville, Illinois 60540

ESSEX COMMUNITY COLLEGE
Baltimore, Maryland 21237

GREEN RIVER COMMUNITY COLLEGE
12401 S.E. 230th Street
Auburn, Washington 98002

HARFORD COMMUNITY COLLEGE
401 Thomas Run Road
Bel Air, Maryland 21014

WILLIAM RAINEY HARPER COLLEGE
Palatine, Illinois 60067

KENNESAW JUNIOR COLLEGE
Marietta, Georgia 30060

FIORELLO H. LaGUARDIA COMMUNITY COLLEGE
The City University of New York
31-10 Thomson Avenue
Long Island City, New York 11101

LEHIGH COUNTY COMMUNITY COLLEGE
Schnecksville, Pennsylvania 18078

LORAIN COUNTY COMMUNITY COLLEGE
1005 North Abbe Road
Elyria, Ohio 44035

MIDDLESEX COUNTY COLLEGE
Woodbridge Avenue
Edison, New Jersey 08817

MONROE COMMUNITY COLLEGE
Rochester, New York 14623

MONTGOMERY COUNTY COMMUNITY COLLEGE
612 Fayette Street
Conshohocken, Pennsylvania 19428

COUNTY COLLEGE OF MORRIS
Route 10 & Center Grove Road
Dover, New Jersey 07801

MT. HOOD COMMUNITY COLLEGE DISTRICT
Post Office Box 585
Gresham, Oregon 97030

NASSAU COMMUNITY COLLEGE
Student Center
Garden City, New York 11530

APPENDIX II
CONTINUED

NORTH HENNEPIN STATE JUNIOR COLLEGE
317 Second Avenue N.W.
Osseo, Minnesota 55369

OCEAN COUNTY COLLEGE
Hooper Avenue
Toms River, New Jersey 08753

PARKLAND COLLEGE
Champaign, Illinois 61820

PASSAIC COUNTY COMMUNITY COLLEGE
170 Patterson Street
Patterson, New Jersey 07505

SOMERSET COUNTY COLLEGE
Box 3300
Somerville, New Jersey 08876

SUNY A & T COLLEGE - ALFRED
Alfred, New York 14802

SUNY AGRIC. & TECH. - FARMINGDALE
Roosevelt Hall
Farmingdale, New York 11735

STATEN ISLAND COMMUNITY COLLEGE
715 Ocean Terrace
Staten Island, New York 10301

SUFFOLK COUNTY COMMUNITY COLLEGE
533 College Road
Selden, L.I., New York 11784

TARRANT COUNTY JUNIOR COLLEGE
5301 Campus Drive
Fort Worth, Texas 76119

TRITON COLLEGE
River Grove, Illinois 60171

UNION COLLEGE
1033 Springfield Avenue
Cranford, New Jersey 07016

WESLEY COLLEGE
139 North State Street
Dover, Delaware 19901